

FSN# 2012/93

Supply Clerk/Custodian Foreman

OPEN TO: All interested Candidates

POSITION: Supply Clerk/Custodian Foreman, FSN-3; FP-BB

OPENING DATE: November 9, 2012

CLOSING DATE: November 22, 2012

WORK HOURS: Full time; 48 hours/week

SALARY: Ordinarily Resident (OR): FSN-3 \$ 263,482 p.a. (Starting salary)

Not Ordinarily Resident (NOR): FP- BB

LENGTH OF HIRE: n/a

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Supply Clerk/Custodian Foreman located at Wichayanon Road, **Chiang Mai**.

BASIC FUNCTIONS REQUIRED:

Supervise three contract custodians on daily custodial services in the Consulate General Office building and its annexes. Perform daily custodial service and maintain office supplies, stationary, and office supply storeroom. Assist in sorting in-coming mail and pouches and in dispatching out-going mail and pouch.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of secondary school;
- (2) Two-year experience as a custodial or maintenance technician including 1 year of prior experience in supervision and planning;
- (3) Level II (limited knowledge) speaking/reading/writing Thai, and Level I (Rudimentary knowledge) speaking, reading, writing and understanding of English. The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Knowledge in custodial science to include various types of chemicals, equipment and methods of custodial work.

SELECTION PROCESS:

When fully qualified U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans are be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. The candidate must be able to obtain and hold a security clearance.
3. A copy of Transcript is required to be submitted with the application package.
4. The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
5. For non-Thai citizens, please also submit a copy of residence permit.
6. Do not attach photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail: bkkrecruitment@state.gov

Please put your name and vacancy announcement number/title on the subject line. (*Only one email per position*)

**** We will *only* accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: November 22, 2012

“This is a re-advertisement of announcement from September 14, 2012. Applications previously received will also be considered” Only shortlisted candidates will be notified.